

How to Submit New Information to and OPEN protocol

IRBNet terminology

“**PROJECT**” is the entire study from start to finish

“**PACKAGE**” is the bits and pieces you submit during the life of the study.

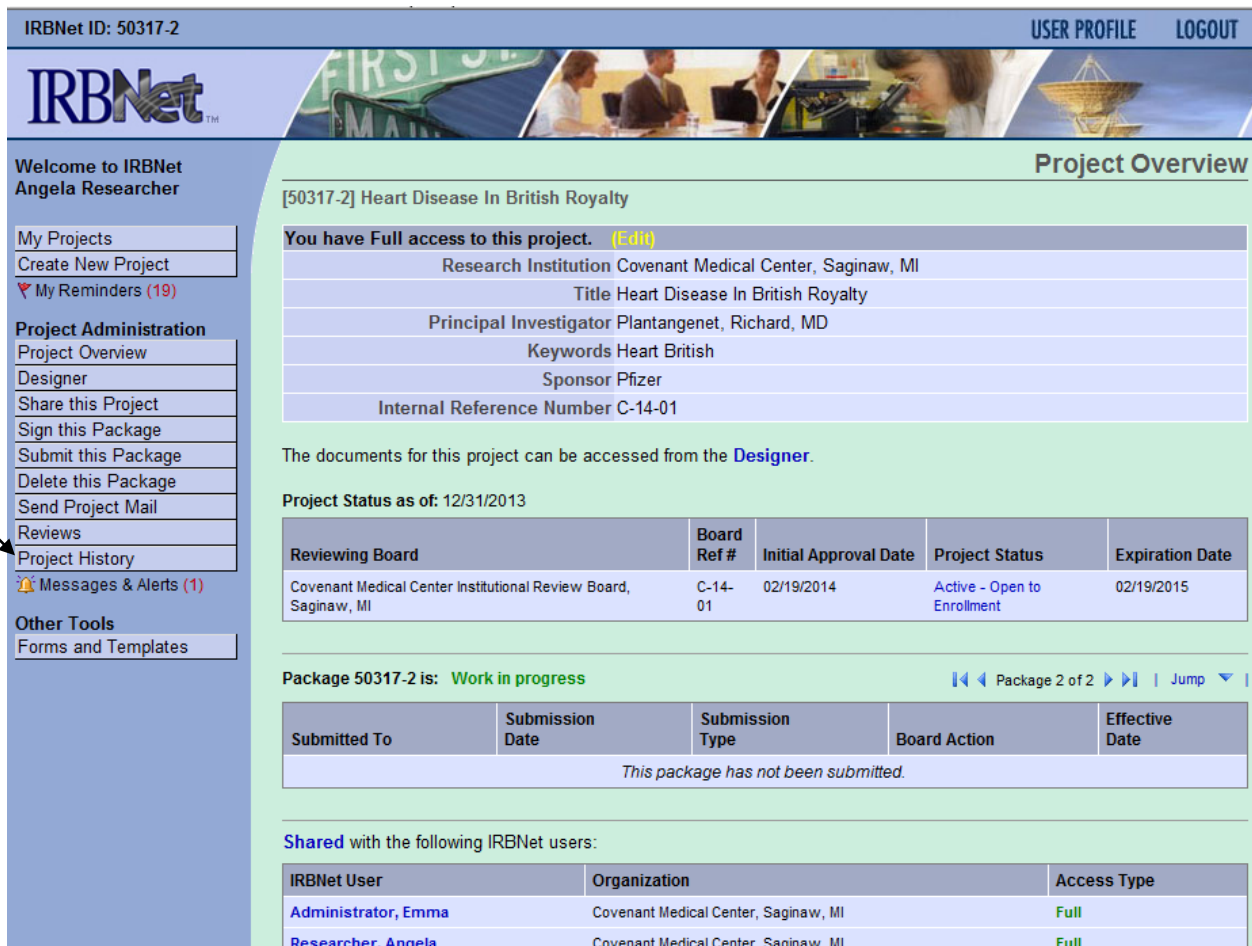
Sign in to IRB Net. Use the “**search**” term box to find your study or click the “**my projects**” tab.

The screenshot shows the IRBNet interface. On the left is a navigation menu with 'My Projects', 'Create New Project', 'My Reminders (19)', and 'Other Tools' (Forms and Templates). The main area features a search bar with a 'Search' button and a 'Search By Tag' dropdown. Below the search bar is a table of projects with columns for IRBNet ID, Project Title, Principal Investigator, Submission Type, Board Action, and Effective Date. The table contains 11 rows of project data.

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
50350-1	screenshot 2	Stuart	New Project	Pending Review	
50349-1	Screenshot	Tudor	New Project	Pending Review	
50346-3	cardiac study	doe	Adverse Event (non-UP)	Pending Review	
50337-5	New Drug Study cardiac resea...	Claus	Revision	Approved	12/11/2013
50317-2	Heart Disease In British Royalty cardiac resea...	Plantangenet	Work in progress (Not submitted)		
50261-1	Incomplete Submission bonds	Researcher	New Project	Pending Review	
50260-1	EXPI/EXEM Project	Researcher	Amendment/Modification	Pending Review	
50259-1	Full Board Submission	Researcher	New Project	Pending Review	
50239-1	test project #2 cardiac resea...	Pam	Closure/ Final Report	Approved	11/26/2013
50238-1	Training project cardiac resea...	Bonds	New Project	Pending Review	

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Once the project is open, click the "**Project History**" tab



The screenshot shows the IRBNet interface for a user named Angela Researcher. The main content area displays project information for package 50317-2, titled 'Heart Disease In British Royalty'. A sidebar on the left contains navigation options, with 'Project History' highlighted by a black arrow. The project details include the research institution, title, principal investigator, keywords, sponsor, and internal reference number. Below this, a table shows the project status as of 12/31/2013, with one reviewing board listed. A section for submitted packages indicates that no packages have been submitted. Finally, a 'Shared with' section lists two users with full access: Emma (Administrator) and Angela (Researcher).

Project Overview

[50317-2] Heart Disease In British Royalty

You have **Full** access to this project. ([Edit](#))

Research Institution	Covenant Medical Center, Saginaw, MI
Title	Heart Disease In British Royalty
Principal Investigator	Plantangenet, Richard, MD
Keywords	Heart British
Sponsor	Pfizer
Internal Reference Number	C-14-01

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 12/31/2013

Reviewing Board	Board Ref #	Initial Approval Date	Project Status	Expiration Date
Covenant Medical Center Institutional Review Board, Saginaw, MI	C-14-01	02/19/2014	Active - Open to Enrollment	02/19/2015

Package 50317-2 is: **Work in progress** Package 2 of 2 | Jump

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
<i>This package has not been submitted.</i>				

Shared with the following IRBNet users:

IRBNet User	Organization	Access Type
Administrator, Emma	Covenant Medical Center, Saginaw, MI	Full
Researcher, Angela	Covenant Medical Center, Saginaw, MI	Full

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This will allow you to add a package to the current project. Click the **“create a package”** tab

The screenshot shows the IRBNet web interface for a user named Angela Researcher. The page title is "Project History" for project "[50317-2] Heart Disease In British Royalty". A table lists two packages: package 2 (Funding/ Grant, Pending Review) and package 1 (New Project, Approved with Conditions). A "Create New Package" button is highlighted with an arrow.

Pkg #	Submission Type	Submission Date	Review Type	Board Action	Effective Date	Lock
2	Funding/ Grant	12/31/2013		Pending Review		🔒
1	New Project	11/26/2013	Full Committee Review	Approved with Conditions	02/19/2014	🔒

Your current document package has already been submitted and is presently locked by your Board. You may prepare new or modified documents (such as Revision/Amendment materials, Renewal/Continuing Review materials, and Adverse Event Reports) by creating a new document package.

Create New Package

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You will see that a new project has been generated. Click into it, and it will take you to the Designer page.



Welcome to IRBNet
 Angela Researcher

Project Administration
 Project Overview
 Designer
 Share this Project
 Sign this Package
 Submit this Package
 Delete this Package
 Send Project Mail
 Reviews
 Project History
 Messages & Alerts (1)

Project History
 [50317-3] Heart Disease In British Royalty

Pkg #	Submission Type	Submission Date	Review Type	Board Action	Effective Date
3	Work in progress (Not submitted)				
2	Funding/ Grant	12/31/2013		Pending Review	
1	New Project	11/26/2013	Full Committee Review	Approved with Conditions	02/19/2014



Covenant Medical Center

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Once in the Designer page, you can build your package just like you did your initial project and submit the same way.

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IRBNet ID: 50317-3 USER PROFILE LOGOUT

Welcome to IRBNet
Angela Researcher Designer

[50317-3] Heart Disease In British Royalty

Step 1:
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library:
 Select a Document:

Step 2:
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

New and Revised Documents in this Package:

There are currently no documents in this package.

There are no Training & Credentials records linked to this package. | [View All Links](#) | [Link / Un-Link Training Records](#) |

IRBNet allows you to revise your existing project documents and maintain version history, or add entirely new documents to your package. [Learn more.](#)

(When should I do this?)

OR

Documents from Previous Packages that you can Revise: (When should I do this?)

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date		
2	Consent Form	imagesCA1DXWFJ.jpg	12/03/2013 08:26 AM	12/31/2013		
1	Application Form	images.jpg	11/26/2013 01:27 PM	11/26/2013		
1	Consent Form	images.jpg	11/26/2013 01:26 PM	11/26/2013		
1	Investigator's Brochure	imaoesCA1DXWFJ.jpg	11/26/2013	11/26/2013		

Note above...a display of all documents or "packages" that have been submitted related to this project!